State of California   GRAY DAVIS, Governor

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF LABOR STANDARDS ENFORCEMENT

FILING A CLAIM

AN EMPLOYEE OR FORMER EMPLOYEE MAY FILE AN **INDIVIDUAL WAGE CLAIM** TO RECOVER:

- Unpaid wages (including commissions and bonuses) – Labor Code §§ 200, 201, and 202
- Wages paid by check issued with insufficient funds – Labor Code § 212
- Final paycheck not received – Labor Code §§ 201, 202, and 203
- Unused vacation hours which were not paid – Labor Code § 227.3
- Unauthorized deductions from paychecks – Labor Code §§ 221 and 224
- Unpaid expenses – Labor Code § 2802
- Reinstatement and/or back wages as a result of discrimination – Labor Code § 98.7(c)
  For a listing of the types of complaints, which can be filed with this office, contact your local DLSE office to request a list. See addresses and telephone numbers on reverse side.

ANY EMPLOYEE, FORMER EMPLOYEE, OR GROUP OF EMPLOYEES MAY FILE A **GENERAL CLAIM** TO REPORT THE FOLLOWING:

- Failure of employer to issue written wage deduction statements – Labor Code § 226, IWC Orders
- Violations of garment manufacturing laws – Labor Code §§ 2670-2681
- Violations of child labor laws – Labor Code §§ 1285-1384
- Violations of farm labor laws – Labor Code §§ 1682-1698.7
- Failure to have workers' compensation insurance – Labor Code § 3700
- Violations of wage and hour laws – Labor Code §§ 500-558, IWC Orders
- Payment of prevailing wages on public works projects – Labor Code §§ 1775

WHAT IS THE TIME PERIOD FOR FILING A CLAIM?

A claim based on an oral agreement must be filed within 2 years or within 4 years if based on a written agreement. A claim for unpaid overtime or minimum wages must be filed within 3 years. [Code of Civil Procedure § 338] Discrimination complaints must be filed within 6 months of termination or other discriminatory acts. [Labor Code § 98.7(a)] However, it is recommended that you file as soon as possible.

WHERE DO I FILE?

Claims should be filed at the Office of the Labor Commissioner nearest your place of employment (or former employment) or in the county where you performed the work. See addresses and telephone numbers on reverse side.

FOR QUICK CLAIM PROCESSING

All information should be completed on the claim form to avoid delay in the claim process. Copies of any documents you have to support your claim should be attached to your claim form.

WHAT HAPPENS NEXT?

Once you have submitted your claim form, you will be contacted by mail and provided the name and phone number of the representative handling your claim. For additional information, refer to the pamphlet titled "Policies and Procedures for Wage Claim Processing".

DIVISION OF LABOR STANDARDS ENFORCEMENT
DISTRICT OFFICES

Bakersfield
5555 California Avenue, Suite 200
Bakersfield, CA 93309
(661) 395-2710

Eureka
619 Second Street, Room 109
Eureka, CA 95501
(707) 445-6613

Fresno
770 E. Shaw Avenue, Room 315
Fresno, CA 93710
(559) 244-5340

Long Beach
300 Oceangate, Suite 302
Long Beach, CA 90802
(562) 590-5048

Los Angeles
320 W. 4th Street, Suite 450
Los Angeles, CA 90013
(213) 620-6330

Oakland
1515 Clay Street, Suite 801
Oakland, CA 94612-1499
(510) 622-3273

Redding
2115 Civic Center Drive, Rm. 17
Redding, CA 96001
(530) 225-2655

Sacramento
2031 Howe Avenue, Suite 100
Sacramento, CA 95825
(916) 263-1811

Salinas
1870 N. Main St., Suite 150
Salinas, CA 93906
(831) 443-3041

San Bernardino
464 W. 4th Street, Room 348
San Bernardino, CA 92401
(909) 383-4334

San Diego
7575 Metropolitan Dr., Ste. 210
San Diego, CA 92108-4424
(619) 220-5451

San Francisco
455 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
(415) 703-5300

San Jose
100 Paseo de San Antonio, Rm. 120
San Jose, CA 95113
(408) 277-1266

Santa Ana
28 Civic Center Plaza, Room 625
Santa Ana, CA 92701
(714) 558-4910

Santa Barbara
411 E. Canon Perdido, Room 3
Santa Barbara, CA 93101
(805) 568-1222

Santa Rosa
50 "D" Street, Suite 360
Santa Rosa, CA 95404
(707) 576-2362

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31 E. Channel Street, Room 317
Stockton, CA 95202
(209) 948-7770

Van Nuys
6150 Van Nuys Blvd., Room 206
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(818) 901-5315

DLSE Homepage: http://www.dir.ca.gov/DLSE/dlse.html